



MORGAN HILL DAY CAMPS

PARTICIPANT FORM & PARENT HANDBOOK

Dear Parents/Legal Guardians please complete the Registration and Participant Form with registration and keep the Parent Handbook.

The Parent Handbook contains vital information regarding camp procedures and expectations that are important for your child's success in our programs.

If you have any questions, please contact the CCC Welcome Desk at 408.782.0008



Morgan Hill Day Camp PARENT HANDBOOK (Please keep)

Thank you for choosing **Morgan Hill Day Camp** for your child's camp program. Morgan Hill Day Camps offers a variety of camp programs for youth in Morgan Hill. Below is more information about the various camps we offer:

SPRING BREAK CAMP (children 4.5-10 years old)*

Have to work during the holiday and not sure what to do with the kiddos? This is a school-break solution that can't be beat! You'll see why spending your school breaks with us leads to memories that last a lifetime! Every day we will provide fun activities such as: science projects, minute to win activities, obstacle relay races, physical activities, art & craft activities, and fun indoor and outdoor games. **No field trips or Aquatic Center visits for this program are scheduled.** Camp Location: M-F at the Community and Cultural Center. Please check our Recreation Activity Guide for more details about camp dates and times.

SUMMER DAY CAMP (children 5-10 years old)*

Our traditional day camp offers fun, safe, and well supervised camp activities. This high-energy camp includes interactive games, sports, exploratory art, water games, music, camp singing, team-building activities, and science projects. Every Tuesday camp is held at the Aquatics Center where the campers get to enjoy a day of swimming. In addition, on Thursdays we go on a field trip or have a special event and other fun activities the children will love! The weekly schedule of activities will be provided to parents every Monday morning. Extended care is also available before or after our normal camp hours. You may sign-up for as many weeks as you wish, but we do ask that you register at least by the Friday before each camp's start date; a \$20 late fee will be charged for those who sign-up for camp on the Monday of each session. Space is limited to 32 children per week. Staff to child ratio: 1:10 at City facilities and 1:8 for field trips and the aquatic center.

Camp Location: The Community and Cultural Center every day except for Tuesday we are at the Aquatics Center.

***Documents Required with Registration:** All camp participants must have a current Information Form on file for 2016. Forms are available at the CRC , CCC and AC Welcome Desk.

SIGN IN-OUTS AND RELEASING CHILDREN

For your child's protection, we request that all participants are signed *IN* and *OUT* of the program each day by their parents, legal guardian or authorized people by you. Please do not drop them off at the parking lot. Only those authorized by you, in writing on the enclosed form, will be permitted to pick up your child. **Any persons picking up a child should be prepared to show a valid form of identification and her/his name should be on the Participant Information Form.** All requests for other dismissal procedures must be made in writing, in advance. Please let everyone on your list know they must **show a Photo ID** so they will be prepared. It is imperative that you advise us of any **volatile situations** we should be aware of regarding people who are not allowed to pick up your child.

CLOTHING

We ask that all children **wear closed-toe shoes with rubber soles** and comfortable play clothes each day so they may participate in all of the outdoor activities. **Please label** all clothing, lunch boxes and backpacks with your child's name (first and last name). This is to ensure we can easily identify them, and keep them safe. If we do water activities (check the weekly schedule of activities for details); your child will need to bring an additional change of clothes, towel, water shoes (recommended) and his/her own sunscreen. **NO Sandals. We encourage the parents to put sunblock on their children before arriving to camp on daily basis.** Please put all items in a backpack. The City of Morgan Hill is NOT responsible for any lost or stolen items.

Summer Day Camp Only - Tuesdays are swim days at the Aquatics Center: Bring a towel, proper swim attire, water shoes (optional) and a plastic bag for wet items. Please label all items with your child's name, including the plastic bag. Tuesday you will pick up and drop off your child at the Aquatic Center. **Field trip days:** Please have your child wear their MH Camp shirt and a light sweatshirt. Additional Summer MH Camp T-shirts are available for sale for \$12 each. Transportation is provided by the MH School District Transpiration. Departure location: Community and Cultural Center.

MEDICATION DURING THE CAMP DAY

Staff will NOT administer any medications during camp hours unless it is for severe allergies or Asthma. If your child needs an Epi-pen /Asthma or any other emergency medication please note that on the Participant Information Form and bring the medication to the camp on the first day. Also, a "Medical Consent Form" may need to be filled out on first day of camp.



SNACKS AND ALLERGIES

Please make sure your child eats breakfast each day prior to arriving at the program. Each child must bring her/his own morning and afternoon snacks, a sack lunch, and her/his favorite drink each day. We provide constant water breaks during the camp's hours. For the safety of all participants please **DO NOT provide any food or snacks that contains peanuts.** The camp locations do not supply microwaves or ovens, so please do not include snacks or lunches that require heating or preparation. Please notify the camp specialist for any specific diet restrictions. If we do a cooking project, leaders will notify in advance about the type of food items served.

ILLNESS

For your child's safety and the safety of other children please do not send your child to camp if he/she is ill. If your child becomes ill at the program site, we will notify you or if we can't reach you we will contact your emergency contacts, to come and take the child home. Children must be picked up if any of the following conditions are observed or suspected by staff:

1. Oral or forehead temperature over 100 degrees F.
2. If the child complains about severe headache not caused by a fall.
3. Shows symptoms of having a communicable or infectious disease (lice, chicken pox, measles, mumps, etc.)
4. Vomiting or diarrhea (within last 24 hours)
5. Injury which may require medical attention.

Please notify the Camp Assistant Specialist if your child is diagnosed with a contagious or an infectious disease. Recreation Staff will not call to check on children who do not arrive at the program. There will be no refunds or substitutions for missed days due to illness or other reasons.

INJURIES

Any minor injury (scrape, bump, etc.) will be handled at the site. Recreation staff will complete an **Ouch Report** form and you will be informed when you arrive to pick up your child. If there are any non medical incidents or concerns, we will complete an **Incident Report**. If your child has an injury requiring emergency medical action, it will be provided immediately and you will be notified as soon as possible as well as an **Accident Report** being completed. Please make sure to sign Incident/Accident or Ouch Reports and return to camp staff (you may request a copy for your records). Please remember to update your child's Emergency/Attendance Information Form if there are any changes during the summer.

DISCIPLINE AND GUIDELINES

On the first day of camp, the counselors and campers work together as a team to make a list of POSITIVE "Golden Guidelines" based on the list provided below. All children participate in listing rules for the week. Additional guidelines specific to each site may be added to this list. We strive to maintain consistent disciplinary procedures at all our Camps. In the event of a behavioral problem, staff members will first discuss the situation with the child and determine corrective action. Continued instances of disruptive behavior may require a more formal discussion with a parent. **We reserve the right to discontinue participation by any child due to behavioral problems.** Please take time to discuss these rules with your child as well as familiarize yourself with them before they attend this program. There will be NO refunds if your child is suspended or expelled from the program.

Program Rules:

1. NO Fighting
2. NO Hitting
3. NO Pushing
4. NO Teasing
5. NO Put downs
6. NO Name calling
7. NO Throwing of stones or other objects.
8. OBEY and RESPECT Recreation Staff, participants and their property.
9. Respect all games equipment
10. Walk when indoors
11. Keep your body parts to yourself
12. Use appropriate language
13. Be honest
14. Stay with the group/ No leaving the group for any reasons
15. Respect the environment. Put trash in garbage cans in garbage dispensers.
16. If you take things out, put them back when you are finished. Help clean up.
17. Please keep jewelry or any valuables, trading cards, toys, and electronics such as: iPods, cell phones, hand held devices, gaming devices, etc., at home.

AT THE AQUATICS CENTER (Summer only)

Flotation devices are not allowed, but lifejackets will be available on a first come first served basis for use in the instructional & recreational pool only. Lifeguards will be provided to supervise all water activity. Swim test will be provided by the Aquatics Lifeguards for the Competition Pool. All swimmers in the competition pool under 11 years of age must pass the swim test. When a child passes the swim test, they will receive a bracelet that allows them to use the Competition Pool. Children using the Recreation Pool, the Instructional Pool, or the Water Slide DO NOT need to take the swim test. Children are not required to swim you may indicate that on your child's Information Form.

All children are supervised by the lifeguards on duty plus their Camp Counselor.

AC POOLS INFORMATION

Recreation Pool & Slide Catch area: Depth: 0 - 3.6 ft.

Instructional Pool: Length: 25 yards Depth: 3.6 - 4.6 ft.

Competition Pool: Length: 50m x 25 yards Depth: 6.7 to 13 ft.

Water slides: children need to be 48 inches or taller to ride the large slides.

Pool rules are posted in the Aquatic Center building near the pools. The recreation leaders will go over the rules with the children before they get in the pool.

ABOUT OUR CAMP STAFF

All recreation teammates are finger printed, drug and TB tested as well as trained in CPR and First Aid. They have participated in mandatory training, including camp safety, behavior guidance, 41 developmental assets, child abuse prevention, positive discipline, program leadership and emergency procedures. They are energetic and enjoy and love working with children. Some of them have been working for the City of Morgan Hill Camp Programs for the last several years. Staff to child ratio is 1:8 at the local sites, and 1:4 or 1:6 for field trips depending on the location. We are looking forward to a fun camp program with your child(ren)!!! Sincerely,



Chiquy Mejía

Youth Development Coordinator
408.310.4253

Jennie Tucker

Community Services Supervisor
408.310.4277

MORGAN HILL CAMP FREQUENTLY ASKED QUESTIONS



HOW CAN I SIGN UP MY CHILD FOR CAMP?

You can sign up your child by coming to the Centennial Recreation Center (CRC), Community and Cultural Center (CCC) or Aquatics Center (AC) Welcome Desks and completing the registration forms. You may also sign up online by visiting the city registration site: <https://mhreconline.com/>. You must complete the registration packet and turn into the CRC, CCC or AC prior to the first day of camp. Registration packet is also online at www.mhcamps.com. **If you register the Friday before camp start date, you must bring in the registration forms and receipts on the first day of camp. A \$20 late fee will be charged for those who sign-up for camp on the Monday of each session.**

IS THERE AN OPTION TO SEND MY CHILDREN FOR ONLY ONE DAY?

We don't offer day passes any longer.

DO YOU HAVE EXTENDED CARE?

Yes, before and after camp care hours are available for Morgan Hill Summer Day Camp for an additional fee. Days: Monday through Friday.

WHAT IS THE LATE PICK UP POLICY?

A late fee will be applied if your child is picked up after camp extended care hours. \$10 will apply after 5:45pm and before 6pm and \$20 after 6pm. Please phone the Community and Cultural Center Welcome Desk if you are running late. We will contact you (parents/legal guardian) first and if we can't reach you, we will contact the emergency contacts, to come and take the child home.

ARE THERE REFUNDS?

Yes, if you provide a written request to withdraw 7 days prior to the first day of camp that you sign up for, the City of Morgan Hill will refund the full amount. Once the camp begins we will not be unable to refund any portion of your fee. A full refund is granted if the program is canceled by the Morgan Hill Recreation Department. Special cases will need to be discussed in case by case.

- **NO** refunds or substitutions for missed days due to illness or other reasons.
- **NO** refunds if your child is suspended or expelled from the program.
- **NO** refunds for any participants who dropped out of the program for any reason or circumstance.
- A \$26 fee will be charged on all returned checks.

HOW DO I SHARE MY CONCERNS AND APPRECIATION TO STAFF?

Communication with you is the key to our ability to meet your child's needs and provide an outstanding summer program. We ask that you first talk with the Assistant Camp Specialist or lead teacher at your camp site. If additional clarification is needed, you may contact the Camp Specialist.

We always encourage parents to share with us any feedback they have about the camps. Please let us know what's going well and what we could improve on. Please make sure to submit the **Camp Evaluation Form** to the Camp Lead at the end of each camp week. All personal information shared with Camp personnel will be kept confidential.